

CITY OF WILLARD, MISSOURI

224 W. Jackson Street P.O. Box 187 Willard, MO 65781 417-742-3033 417-742-3080 Fax



MEETING AGENDA AND PACKET

BOARD OF ALDERMEN

Regular Meeting

May 23, 2016

7:00 p.m.

Willard City Hall

224 W. Jackson Street

Mayor

Corey Hendrickson

Board Members

Jamie Buckley

Samuel Snider

Sam Baird – Mayor Pro-Tem

Larry Whitman

David Roggensees

Donna Stewart

www.cityofwillard.org

**CITY OF WILLARD
BOARD OF ALDERMEN
REGULAR MEETING**

**May 23, 2016
7:00 P.M.**

Posted May 18, 2016

Notice is hereby given that the City of Willard, Missouri, Board of Aldermen will conduct a meeting at **7:00 p.m.** May 23, 2016 at Willard City Hall, 224 W. Jackson, Willard, Missouri.

The tentative agenda of this meeting includes:
PLEDGE OF ALLEGIANCE

Call the meeting to order

1. **Roll Call.**
 2. **Agenda Amendments/Approval of Agenda.**
 3. **Approval of the Minutes from the regular meeting May 9, 2016.**
 4. **Citizen Input. (5 minutes each)**
 5. **Presentation by KPM CPA's on 2015 Audit.**
 6. **Public Hearing regarding the rezoning request for Robertson Estates.**
 7. **Ordinance regarding the rezoning request for Robertson Estates. (1st Read) Discussion/Vote.**
 8. **Discussion/Vote regarding preliminary plat for Robertson Estates.**
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9. **Discussion/Vote authorizing the Mayor to sign an agreement amendment with Olsson & Associates.**
 10. **New Business.**
 11. **Unfinished Business.**
 12. **Close Open Session.**
 13. **Open Executive Session.**
 14. **Close Executive Session.**
 15. **Adjourn Meeting.**

THE TENTATIVE AGENDA OF THIS MEETING INCLUDES A VOTE TO
CLOSE PART OF THE MEETING PURSUANT TO RSMO SECTION 610.021 #
(3) PERSONNEL AND # (13) PERSONNEL.

IF YOU HAVE SPECIAL NEEDS, WHICH REQUIRE ACCOMMODATION, PLEASE
NOTIFY CITY PERSONNEL AT CITY HALL. ACCOMMODATIONS WILL BE MADE
FOR YOUR NEEDS. REPRESENTATIVES OF THE NEWS MEDIA MAY OBTAIN
COPIES OF THIS NOTICE BY CONTACTING THE CITY CLERK AT 417-742-5302.

Jennifer Rowe
City Clerk

**CITY OF WILLARD
BOARD OF ALDERMEN
REGULAR MEETING
May 09, 2016
7:00 p.m.**

Staff present: City Administrator, J. Everett Mitchell; City Clerk, Jennifer Rowe; Community Services Director, J.C. Loveland; Acting Public Works Director, Stacy Winters; Chief Financial Officer, Carolyn Halverson; Chief of Police, Tom McClain; and Director of Development, Randy Brown.

City Attorney Ken Reynolds was present.

Citizens in attendance: J.D. Landon, Linda Murray, Abby Wilson, Michael Misfeldt (Media), Mindy Latham, David Lundstrom and Chris Snyder.

Pledge of Allegiance.

The Pledge of Allegiance was led by Mayor Hendrickson.

Call to Order.

Mayor Hendrickson called the meeting to order at 7:00 p.m.

Roll Call.

The City Clerk conducted the roll call. Alderman Buckley-present, Alderman Snider-present (late), Alderman Stewart-present, Alderman Whitman-present, Alderman Baird-present, Alderman Roggenses-present and Mayor Hendrickson-present.

Agenda Amendments/Agenda Approval.

Motion was made by Alderman Baird and seconded by Alderman Roggenses to accept the agenda. The motion carried with a vote of 6-0. Voting aye: Aldermen Buckley, Snider, Stewart, Whitman, Baird and Roggenses.

Approve the Minutes of the Regular Meeting April 11, 2016.

Motion was made by Alderman Roggenses and seconded by Alderman Baird to approve the minutes. The motion carried with a vote of 6-0. Voting aye: Aldermen Buckley, Snider, Stewart, Roggenses, Whitman and Baird.

Citizen Input.

Mindy Latham informed the Board that her father Roscoe was very grateful for the mowing being completed and hopes it continues.

Chris Snyder from Republic Services informed the Board that he noticed the Trash Service had gone out for bid and he hopes they would reconsider as the City was still under contract with Republic. He is grateful for the working relationship and hopes to continue it. The Board decided to table this discussion until unfinished business.

Financial Reports.

- a) Motion was made by Alderman Buckley and seconded by Alderman Snider to accept the Financial Statements. The motion carried with a vote of 6-0. Voting aye: Aldermen Buckley, Snider, Stewart, Whitman, Baird and Roggenses.
- b) Motion was made by Alderman Roggenses and seconded by Alderman Whitman to accept the Outstanding Invoices, Paid Invoices, Online Payments and Transfers. The motion carried with a vote of 6-0. Voting aye: Aldermen Buckley, Snider, Stewart, Whitman, Baird and Roggenses.
- c) Motion was made by Alderman Roggenses and seconded by Alderman Baird to accept the Adjustments Report. The motion carried with a vote of 6-0. Voting aye: Aldermen Buckley, Snider, Stewart, Whitman, Baird and Roggenses.

Department Head Reports.

The Department Heads presented their reports to the Board.

Discussion/Vote on purchase of bounce houses for the Parks Department.

The Community Services Director informed the Board that he had come across an opportunity to purchase six (6) bounce houses with a generator and a trailer for \$9,500. The bounce houses were like new and in excellent condition. He discussed the amount of money that the Parks Department pays each year to rent bounce houses and the revenue that could be brought in if the City owned their own. The Board inquired about the liability issues with owning. The City Attorney informed the Board that it would be similar liability as we already are required to have some when we rent. The Board requested that the City insurance be called before any purchase is done and ask about the liability issues. Motion was made by Alderman Buckley and seconded by Alderman Roggeneses to purchase the bounce houses and accessories up to \$9,500 subject to insurance approval. Motion carried with a vote of 6-0. Voting aye: Aldermen Buckley, Snider, Stewart, Whitman, Baird and Roggeneses.

Ordinance accepting the contract with Monkey Business for the Parks Department. (2nd Read)

Discussion/Vote.

Motion was made by Alderman Roggeneses and seconded by Alderman Baird to accept the contract with Monkey Business subject to not purchasing the units first. Motion carried with a vote of 6-0. Voting aye: Aldermen Buckley, Snider, Stewart, Whitman, Baird and Roggeneses.

Discussion/Vote on appointing Abigail Wilson as Deputy Court Clerk.

Linda Murray informed the Board that Abigail Wilson had played a vital role during her absence and the absence of the Deputy Court Clerk two (2) weeks prior. The Courts however require that any individual handling court matters become an officer of the Court. She requests that the Board approve adding Ms. Wilson as a Deputy Court Clerk allowing an additional twenty-five (25) cents on her hourly salary when she is performing those duties. Motion was made by Alderman Baird and seconded by Alderman Snider to approve appointing Abigail Wilson as Deputy Court Clerk. Motion carried with a vote of 6-0. Voting aye: Aldermen Buckley, Snider, Stewart, Whitman, Baird and Roggeneses.

Discussion/Vote on accepting the contract for the Comprehensive Plan Revision.

Randy Brown updated the Board on the contract for the Comprehensive Plan Revision. The cost had come in \$1,500 more than what was budgeted, but he said his budget would allow for the difference. David Lundstrom from Great River Engineering was in attendance and confirmed that they pride themselves on staying with budget and are anxious to get started. Alderman Baird asked if this was a common type of project for Great River Engineering and Mr. Lundstrom informed the Board that it is a unique service so not many engineering firms will take it on. Alderman Roggeneses said he was supportive of the contract and looking forward to the surveys and public meetings for citizen input. Motion was made by Alderman Roggeneses and seconded by Alderman Buckley to accept the contract with Great River for the Comprehensive Plan Revision. Motion carried with a vote of 6-0. Voting aye: Aldermen Buckley, Snider, Stewart, Whitman, Baird and Roggeneses.

New Business.

None.

Unfinished Business.

The Board opened the discussion back up regarding the trash bids and the service with Republic Services. Chris Snyder approached the Board again and stated that they would like to continue the contract and have the City withdraw the bid requests. He indicated that there could be monetary repercussions if the City were to cancel out of the contract that is good through May of 2018. He also stated that he would be open to offering free trash service to City Hall and to Freedom Fest. The Board decided to table the discussion and put the bid request on hold until more information can be gathered.

Adjourn.

Motion was made by Alderman Buckley and seconded by Alderman Roggensees to adjourn. The motion carried with a vote of 6-0. Voting aye: Aldermen Buckley, Snider, Stewart, Whitman, Baird and Roggensees.

The meeting was adjourned at 9:17 p.m.

Jennifer Rowe, City Clerk

Corey Hendrickson, Mayor of Willard

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AGENDA ITEM # 7

**Ordinance regarding the rezoning request for
Robertson Estates. (1st Read) Discussion/Vote.**

Background Report for the Re-Zoning of
Robertson Subdivision

Date: May 18, 2016

Location : The property is located on the west side of Farmer Road, south of Willey Street and north of the Willard School bus barn property.

Applicant : Matt Kelly, Tyler Robertson

Tract size: Total: 19.87 Acres

Lots #1 - #7- 1.94 acres

Lot #9 – 1.00 acre

Lot #8 – 16.93

Existing Zoning: R-1

Proposed Zoning: Lots #1- #7 – R-2

Lot #9 - R-1

Lot#8 – R-3

Surrounding Land Uses: North – R-1 - Residential

South – R-1 – Willard Schools

East - R-1 – Residential , Willard Methodist Church

West – R-1 – Residential, vacant undeveloped

History : This tract was recently purchased by the applicant's from Mr. David Snider. It is the developer's intent to further subdivide this tract, splitting the existing house and outbuilding, shown as (lot 9) into a one acre parcel. This would be Phase #1. Phase #2 would be the infrastructure and improvements for the development of lots #1- #7 into duplex buildings. Phase #3 would be the development of the remaining 16.93 acres into some type of multi-family plan , yet to be determined.

Comprehensive Plan: The Willard Comprehensive Plan shows this tract to be suitable for R-1 development.

Staff Comments: Staff would recommend that the R-2 zoning request be approved and that the R-3 zoning request be tabled pending further site plan/ development plan information from the owner/developer.

If you have questions or comments concerning this project feel free to contact me at City Hall.

Randy Brown
Director of Development

First Reading: _____

Second Reading: _____

Council Bill No.:

Ordinance No.:

AN ORDINANCE

AMENDING Willard Land Use Regulations, Section 400.380A, City of Willard Zoning Map, by rezoning parcel #880726201088, as shown in the records of the Greene County Assessor's office, known locally as Farmer Rd. Willard, MO.

WHEREAS, an application has been filed for a zoning change of the following described tract of land from R-1 Single Family Residential District to a R-2, One and Two Family Zoning District; and

WHEREAS, following proper notice; a public hearing was held before the Planning and Zoning Commission, a copy of the record of proceedings from said public hearing being attached hereto as Exhibit "A", and said Commission made its recommendation; and

WHEREAS, proper notice was given of a public hearing before the Board of Aldermen and that said hearing was held in accordance with the law.

NOW THEREFORE, BE IT HEREBY ORDAINED AND RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, GREENE COUNTY, MISSOURI, AS FOLLOWS:

Section 1: The property herein described as:

Tract 1: Commencing at the northeast corner of the northeast quarter of the northwest quarter of said section 26; thence S01°37'38"W along the east line of the northeast quarter of the northwest quarter, 172.69 feet; thence N87°26'13"W, leaving said east line, 32.46 feet to an existing 5/8" rebar capped LS 2001020272-D for the point of beginning; thence S02°20'21"W, 560.0 Feet; thence N87°26'13"W 150.89 Feet; thence N02°18'05"E, 560.01 feet to an existing 5/8" rebar capped LS 2001020272-D; thence S87°26'13"E, 151.26 to the point of beginning, containing 1.94 acres more or less. Subject to all easements and restrictions of record.

be, and the same hereby is, rezoned from a R-1 Single Family Residential District or such zoning district as is designated on the Official Zoning Map adopted by the Board of Aldermen to a R-2, One and Two Family Home District; and the Willard Land Use Regulations, Section 400.380A thereof, Zoning Map, Is hereby amended, changed and modified accordingly.

Section 2: This Ordinance shall be in full force and effect from and after the date of its passage by the Board of Aldermen and approval of the Mayor.

Mayor, Corey Hendrickson

Attest: _____, City Clerk

Approved as to form: _____, City Attorney

READ TWO TIMES AND PASSED AT A MEETING OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI ON THE ____ DAY OF _____, 2016.

MEMBERS OF THE BOARD OF ALDERMEN:	YES	NO	ABSTAINED
_____ JAMIE BUCKLEY	_____	_____	_____
_____ SAMUEL SNIDER	_____	_____	_____
_____ DONNA STEWART	_____	_____	_____
_____ LARRY WHITMAN	_____	_____	_____

SAM BAIRD

DAVID ROGGENSEES

MEMBERS OF THE BOARD OF ALDERMEN:

YES

NO

ABSTAINED

JAMIE BUCKLEY

SAMUEL SNIDER

DONNA STEWART

LARRY WHITMAN

SAM BAIRD

DAVID ROGGENSEES

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AGENDA ITEM # 8

**Discussion/Vote regarding preliminary plat for
Robertson Estates.**



City of Willard

Subdivision Case No. _____
Application Date _____
Application Fee \$250.00 + \$2.50 per lot Residential
\$335.00 + \$3.35 per lot Commercial
\$300.00 + \$6.00 per lot PDD

**APPLICATION
MAJOR SUBDIVISION – PRELIMINARY PLAT**

We, the undersigned, request the City of Willard, Missouri Planning and Zoning Commission and Board of Aldermen to approve the preliminary plat attached to this application, and attest to the truth and correctness of all facts and information for the proposed plat presented in this application.

Name of Preliminary Plat: Robertson Estates

Is a subdivision variance being submitted with this application? Yes _____ No X

If yes, applicant is to submit a subdivision variance application with this preliminary plat application.

Property Owner's Name Taylor Robertson

If corporation, Corporate Official: N/A

Mailing Address 4826 North Red Hawk Circle Springfield, MO 65803

Telephone Number (417) 844-4889 Fax Number _____

PROPERTY OWNER'S SIGNATURE(S):

[Signature]
(If corporation, signature of corporation official)

Developer's Name: (If different from property owner)

SAME AS PROPERTY OWNER

Mailing Address _____

Telephone Number _____ Fax Number _____

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AGENDA ITEM # 9

Discussion/Vote authorizing the Mayor to sign an agreement amendment with Olsson & Associates.

**LETTER AGREEMENT
AMENDMENT #2**

This AMENDMENT ("Amendment") shall amend and become a part of the Letter Agreement for Professional Services dated August 19, 2014 between City of Willard ("Client") and Olsson Associates, Inc. ("Olsson") providing for professional services for the following Project (the "Agreement"):

PROJECT DESCRIPTION AND LOCATION

Project Description: Willard Wastewater Master Facility Plan

Project is located at: Willard, MO

SCOPE OF SERVICES

Client and Olsson hereby agree that Olsson's Schedule to complete the Scope of Services under the Agreement is amended as set forth below:

SCHEDULE FOR OLSSON'S SERVICES

Anticipated Completion Date: September 30, 2016

TERMS AND CONDITIONS OF SERVICE

All provisions of the original Agreement not specifically amended herein shall remain unchanged.

If this Contract Amendment satisfactorily sets forth your understanding of our agreement, please sign in the space provided below. Retain a copy for your files and return an executed original to Olsson.

OLSSON ASSOCIATES, INC.

By John K. Forrester
John Forrester, P.E.

By Jerry Jesky
Jerry Jesky, P.E.

By signing below, you acknowledge that you have full authority to bind Client to the terms of this Amendment. If you accept this Amendment, please sign:

CITY OF WILLARD

By _____
Signature

Printed Name _____

Title _____

Dated: _____